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DD/S 68-4015

AUG 07 1968

MEMORANDUM FOR: Director of Personnel

25X1A

ATTENTION :

[Redacted]

SUBJECT : Administrative Authorities

REFERENCE : Memo dtd 1 May 68 to D/Pers fr ADD/S, re same subject

1. The committee which considered and recommended the adoption of certain administrative authorities proposed the adoption of:

a. the authority to pay travel and transportation expenses of retirees to the place of post-retirement residence, and

b. the adoption of the Foreign Service home leave provision authorizing home leave as early as 18 months or as late as 36 months after arrival at an overseas post.

*not so - to place where they will reside and only CIA*

The above proposals required approval by the Executive Director-Comptroller under his delegation from the Director. The Executive Director-Comptroller approved proposal (a) (ref DD/S 68-2015, 30 April 1968).

*Has not approved proposal I. b.*

2. The administrative authorities committee did not deal with nor recommend on the subject of travel and transportation of survivors following death of an employee. However, upon recommendation by the Deputy Director for Support, the Executive Director-Comptroller approved the adoption of this authority (DD/S 68-2482, 21 May 1968). As far as procedures and regulations are concerned, this authority is being treated like and along with the recommendations of the committee.

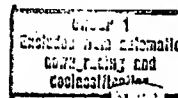
*Done*

3. In addition to the two recommendations of the committee listed above which required the approval of the Executive Director-Comptroller, the committee made nine other recommendations which it felt did not require special authority and could be adopted in our regulations. These proposals are described in DD/S 68-2265, 26 June 1968.

4. With regard to your question about advice given to the Office of Finance on the preparation of appropriate regulations, there is attached DD/S 68-3195, 24 June 1968, which transmits to the Director of Finance a note from [Redacted] expressing Colonel White's views regarding the timing of the travel and transportation authorities and the extension of these authorities to certain employees who are not participants in the CIA Retirement

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System. Also attached is a copy of DD/S 68-2844, 26 June 1968. This memorandum gives more detailed guidance on the preparation of appropriate regulations.

5. We have given no guidance regarding the proposed home leave provision (committee proposal (b) ) because this proposal has not yet been approved by the Executive Director-Comptroller. He now has the matter under consideration. This proposal is described in DD/S 68-2594, 26 June 1968, copy attached. *I thought he had decided*

6. The nine proposals made by the committee which apparently do not need special approval are described in DD/S 68-2265, 26 June 1968, copy attached. These proposals have not been the subject of guidance because they have not yet received full coordination by the Deputies and Heads of Independent Offices. They are now under consideration by the DD/P.

7. We will let you know when action has been taken on the home leave proposal and the nine separate proposals made by the committee. With the four attachments described above, I believe you now have copies of all the papers on the subject of administrative authorities. I believe you have copies of the committee report and DD/S 68-2015, 30 April 1968 (Travel and Transportation After Retirement), and DD/S 68-2482, 21 May 1968 (Travel and Transportation of Survivors After Death of An Employee). If this is not the case, please let me know.

  
Executive Officer to the  
Deputy Director for Support

4 Atts:

- Att 1: Memo dtd 24 June 68 to D/F fr EO-DD/S,  
same subject (DD/S 68-3195)
- Att 2: Memo dtd 26 June 68 to D/F fr DD/S, subj:  
Administrative Authorities--Travel and  
Transportation Expenses (DD/S 68-2844)
- Att 3: Memo dtd 26 June 68 to ExDir-Comp fr DD/S,  
subj: Administrative Authorities--Home  
Leave Eligibility (DD/S 68-2594)
- Att 4: Memo dtd 26 June 68 to GC, LC, DD/L, DD/P,  
DD/S&T, fr DD/S, same subject (DD/S 68-2265)

copies to: DD/Pers/P&C  
Chief, PAD

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DD/S 68-3195

*24 June 1968*

MEMORANDUM FOR: Director of Finance

SUBJECT : Administrative Authorities

1. Attached is a copy of a memorandum dated 31 May 1968 from

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passing along some guidance from Colonel White about the application of administrative authorities which are being adopted by the Agency.

Mr. Bannerman will shortly be giving you more specific guidance along these lines.

2. The attached is forwarded for your use in drafting the regulations.

*/s/*  
  
Executive Officer to the  
Deputy Director for Support

Attachment

cc: Director of Personnel

EO-DD/S:VRT:es (24 June 68)

Distribution:

- Orig & 1 - Adse w/cy of att (DD/S 68-2780)
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*Corr*

31 May 1968

MEMORANDUM FOR: Executive Officer to the DD/S

Vernon:

Colonel White signed the 21 May memorandum on administrative authorities (re travel of survivors) with the oral proviso that I pass along to you his concern that the benefits therein should also be extended to survivors of Agency employees who are not participants in the CIARS but who are nonetheless subject to "rotational assignments." This caveat presumably would also apply to the benefits extended by his approval of the 30 April 1968 memorandum covering travel and transportation expenses of CIARS retirees. No doubt the same would apply to future proposals to adopt benefits authorized under the Foreign Service Act.

Colonel White suggested that the DD/S should review now the whole matter of which employees get covered by what and then present overall conclusions and recommendations, rather than to approach the question of extending coverage on a piecemeal basis.

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DD/S 68-2344

26 JUN 1968

MEMORANDUM FOR: Director of Finance

SUBJECT : Administrative Authorities -- Travel and  
Transportation Expenses

REFERENCES : a. Memo dtd 30 April 68 for Ex. Dir.-Compt. fr  
DD/S, subj: Administrative Authorities  
(DD/S 68-2015)  
b. Memo dtd 21 May 68 for Ex. Dir.-Compt. fr  
DD/S, subj: Administrative Authorities  
(DD/S 68-2482)

1. I understand that, by arrangement with the Director of Personnel, you are working on the revision of Agency regulations to incorporate the change detailed in Reference a.

2. Attached is a further paper which deals with travel and transportation expenses of dependents of deceased employees which is an important addition, although it was not the result of the Administrative Authorities Committee. This change should also be incorporated into our regulations.

3. It is important that, in developing the regulation changes, the number of related points are considered. These would include:

a. The time period within which the new authorities must be exercised. A pertinent Department of State travel regulation extract is attached.

b. The case of the person who desires to retire outside the United States.

c. Extension of the authorities to Agency personnel outside the CIA Retirement System. Specifically, we should consider including employees who have been subject to rotation assignments abroad.

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4. The Administrative Authorities Committee also made a number of further proposals. Extracts of their report containing these proposals are attached. The recommendations are being processed through channels for approval or concurrence as appropriate. It is believed likely that they will be approved for adoption and that regulation changes incorporating them will also be required. Your personnel who are working on the regulation changes for travel and transportation expenses may find it instructive to have these additional papers available.

SENED R. L. Easmerman

R. L. Easmerman  
Deputy Director  
for Support

4 Atts

Att 1: Ref a.

Att 2: Ref b. w/Its Att B only

Att 3: Extract of Uniform State/AID/USIA Foreign Service  
Travel Regulations (132.2-2 Separation From the  
Service)

Att 4: Extracts of Administrative Authorities Committee  
Report, March 1968

cc: Director of Personnel, w/Atts

EO-DD/S:VRT/es (5 June 68); SPA-DD/S:HM/klm (10 June 68)

Rewritten:ADD/S:JWC/ms (15 June 68)

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DD/S 68-2394

26 JUN 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Administrative Authorities -- Home Leave  
Eligibility

REFERENCE : Memo dtd 30 April 68 for Ex. Dir.-Compt. fr  
DD/S, subj: Administrative Authorities  
(DD/S 68-2015)

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 3.

2. In addition to the proposal contained in the reference, which was considered first because of a particular time problem, the Administrative Authorities Committee made a number of other recommendations which are being processed for adoption and incorporation into our regulations.

3. Proposal No. 2, copy of which is attached, requires your approval which is hereby recommended. With your approval the Agency will adopt the flexible provisions of the Foreign Service Act governing the timing of home leave and will provide that home leave is taken normally after 24 months, but may be authorized as early as 18 months or as late as 36 months after arrival at the overseas post when these abnormal times are necessary.

4. Attached for your information is a list of the other proposals made by the Administrative Authorities Committee which are now in the process of coordination with the other Directorates, the General Counsel, and the Legislative Counsel.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

2 Atts

Att 1 - Administrative Authorities Committee Proposal No. 2  
Att 2 - List of Proposals by Admin Authorities Committee

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Copy

**SUBJECT: Administrative Authorities -- Home Leave Eligibility**

**CONCURRENCES:**

General Counsel

Date

Legislative Counsel

Date

Deputy Director for Intelligence

Date

See memo dtd 25 Jul 68 to DD/S fr DD/P; Same Subject (DD/P8-3033)

Deputy Director for Plans

Date

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 3 is approved.

L. K. White

Executive Director-Comptroller

Date

Prepared by SPA-DD/S

Rewritten: ADD/S:JWC/ms (15 June 68)

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DD/S 68-2265

26 Jun 1968

MEMORANDUM FOR: General Counsel  
Legislative Counsel  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology

SUBJECT : Administrative Authorities

REFERENCE : Memo dtd 10 Oct 67 for DD/S fr Ex. Dir. -Compt.,  
same subj

1. This memorandum contains recommendations for your concurrence; each recommendation is contained in paragraph 3.

2. In referent memorandum, the Executive Director-Comptroller asked for a review of existing Agency authorities in the fields of travel expenses, allowances, and other fringe benefits provided to Agency employees to ensure that they are as favorable as those provided by existing laws enacted for other Government employees in similar circumstances. A committee which was established for this purpose reviewed CIA authorities and the administrative authorities of other agencies and proposed certain changes in our regulations. Some of the proposals required the approval of the Executive Director-Comptroller and others merely require adoption in Agency regulations.

3. I am attaching a copy of certain committee proposals together with the rationale for their adoption. These have been extracted from the committee report. These are the proposals which the committee believes we can and should adopt under existing Agency authorities. A summary of the proposals is as follows:

a. Pay travel and transportation expenses of personnel separating abroad for reasons other than retirement to their "permanent place of residence".

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b. Limit payment of travel and transportation expenses of an employee retiring abroad to a place in the United States, its territories or possessions, designated by the employee at the time of retirement.

c. Amend Agency regulations to increase the reimbursement rate for use of privately owned vehicles for official business in the Metropolitan Washington area.

d. Establish a uniform policy and procedure for prescribing overseas tours other than 24 months, when necessary.

e. Clarify home leave points.

f. Eliminate duplicative eligibility criteria in Agency regulations for authorizing home leave travel and home leave (time).

g. Establish regulatory criteria and procedures for determining an employee's eligibility for home leave and the Home Service Transfer Allowance.

h. Conform Agency regulations to State policy, limiting the home leave of personnel assigned in the United States after an overseas tour to 15 workdays.

i. Liberalize procedure for approving per diem for family at TDY stops up to 30 days, while en route to a PCS point.

4. I believe that the adoption of the proposals in paragraph 3 and their incorporation into Agency regulations will produce important benefits for Agency employees. I would appreciate your concurrence by 15 July 1963 so that we may expedite these actions.

R. L. Bannerman  
Deputy Director  
for Support

Att  
Section II of Administrative Authorities  
Committee Report, March 1963

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SUBJECT: Administrative Authorities (DD/S 63-2263)

CONCURRENCES:

General Counsel

Date

Legislative Counsel

Date

Deputy Director for Intelligence

Date

Deputy Director for Plans

Date

Deputy Director for Science and Technology

Date

SPA-DD/S:HM:klm (6 May 68)

Rewritten: ADD/S:JWC/ms (15 June 68)

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